MEETING MINUTES

Project: University of Wisconsin – Eau Claire
   University Student Center

Project No.: 07E2D / 2934

Meeting Date: Thursday | February 24, 2011

Present: See attached sign-in sheet for list of participants.

Reported By: Kyle Clark

Purpose of Meeting: Preconstruction Meeting

Discussion/Action

1. Introductions, Roles and Responsibilities, Communications

   Neal Shurden is the Division of State Facilities (DSF) Construction Representative for this project. The CONSTRUCTION REPRESENTATIVE has the delegated authority to act on behalf of DSF as the single point of contact for the Contractor to facilitate efficient, timely and cost effective completion of the work.

   Neal Shurden is the Division of State Facilities (DSF) Construction Coordinator for this project. The CONSTRUCTION COORDINATOR will serve as backup to the Construction Representative.

   Kyle Clark is the A/E of record for this project and is responsible for all design.

   Chris Hessel is the Agency Representative for this project. The Agency Representative at the request of the DSF Construction Representative may interface with Contractors with regard to scheduling, inspection and coordination and is the single point of contact for the agency.

   Russ Van Gilder is the Division of State Facilities (DSF) Project Manager for this project. The PROJECT MANAGER is assigned at project inception after State Building Commission action authorizes a project and is responsible for budget, adherence to project design scope and overall success of the project.

   All project Correspondence and Meeting Minutes are to include the DSF Project Number and Name and are to be e-mailed to doadsfprojectfile@wisconsin.gov.
Ron Wunsch is the Project Manager for the LEAD CONTRACTOR for this project.

a) The LEAD CONTRACTOR has the additional duties and responsibilities set forth in Article 12 of the General Conditions.
b) The LEAD CONTRACTOR shall coordinate the activities of its own Work force and the Work force of each separate Contractor and DSF for this project. DSF represents any work by Owner, or separate contract(s), which are parts of the overall project. It is the intention of Article 13 to place upon all Contractor(s) who participate in the building of this Project, the full and complete responsibility for the accomplishment of the Work within the specified time indicated in the Contract Documents, except where the Contract Documents explicitly and specifically places a limited duty for completion on the State.

Introduction of MEP Contractor Project Managers

Fire Protection: Michael Winiecki – General Sprinkler Corporation
Plumbing: Dennis Nacnreinca – Zimmerman Plumbing, Inc.
HVAC: Chris Konty – KBK Services, Inc.
Electrical: Kevin Blaha – B&B Electric, Inc.

2. Contract Dates and Schedule

Notice to Proceed Date: February 14, 2011
Start Date: February 21, 2011
Completion Date: May 11, 2013
Addenda/Adjustments: 2

DSF will provide the Lead Contractor information on activities and durations which shall be incorporated into the Master Schedule.

3. Administrative Details

IMPORTANT: ALL DOCUMENTATION AND CORRESPONDENCE MUST HAVE THE DSF PROJECT NAME AND NUMBER IDENTIFIED ON THE DOCUMENT. FAILURE TO DO SO RISKS LOSS OF CORRESPONDENCE AND POSSIBLE DELAY IN RESPONSE.

ALL contractors are required to operate within the WisBuild System per the contract documents. The website location is http://wisbuild.doa.state.wi.us . All contractors are required to check WisBuild on a daily basis to process Project related information. Contact the DSF Administrative Assistant for information on password and user ID for access to the system.

Payment Requests, RFI questions and proposals will be directed to the DSF Construction Representative by use of the WisBuild System. All correspondence, transmittals and proposals that cannot be sent electronically or entered through the WisBuild System shall be sent to the DSF CONSTRUCTION REPRESENTATIVE via FAX at (608) 261-2295 or toll free at (866) 779-1979.

Cost Proposals (file size limit 1 MB): Detailed cost proposals must be uploaded in Wisbuild to the Construction Bulletin, Field Order or Proposed Cost prior to submitting. If the Cost Proposal exceeds the file size limit, submit via fax as instructed above. Proposals will be reviewed in detail later.
Payment Procedure

The following documents are requirements and must be uploaded to WisBuild prior to submitting a first pay request:

- Reimbursable Labor Rate Worksheet – submit to Construction Representative for approval. Once approved, the Administrative Assistant will upload into WisBuild.
- Affirmative Action Plan or Exemption form – Affirmative Action Plan for your contract and subs (if any) over 30 thousand dollars shall be submitted to the Administrative Assistant to upload into WisBuild.
- Schedule of Values – Contractor will upload into WisBuild.
  - A Schedule of Values will be submitted by each contractor and directed to the CONSTRUCTION REPRESENTATIVE in the WisBuild System.

Procedural instructions for uploading cost breakdowns are on the WisBuild website. Contact the DSF Administrative Assistant if assistance is needed. Upon approval of Schedule of Values by the CONSTRUCTION REPRESENTATIVE and PROJECT MANAGER, Partial Payment Requests can be submitted on a monthly basis. It is mandatory that Schedule of Values include dollar costs for all applicable default items. All remaining cost items shall be broken down by labor and material costs in each specified division of work. When submitting a payment request, be sure that the values requested reflect the actual work in place.

Federal Wage Rate and Davis Bacon Act

Certified Payroll and DOA 4184 and 4185 must be submitted on any project with at least $1.00 in Federal Funds. (Project Manager will advise).

Changes in the Work

DSF uses the following modules via the WisBuild System for responding to construction related issues and initiating changes to the contract:

Request for Information (RFI) – Contractor questions that relate to the Contract Documents only will be submitted to the CONSTRUCTION REPRESENTATIVE through the WisBuild System. The question should be detailed and reference the contract drawing number and/or specification pages. An RFI shall include one question only. Provide a clear and concise description in the “reason” field. If it is determined that design clarification is needed, the CONSTRUCTION REPRESENTATIVE will forward to the A/E for review if necessary. Following the A/E or CONSTRUCTION REPRESENTATIVE response, the RFI or question will be returned to the originator. If the A/E response involves a change in scope a Construction Bulletin (CB) or Field Order (FO) will be issued.

Construction Bulletin (CB) – Design Changes that alter the original scope of work will be addressed by Construction Bulletin. The Construction Bulletin will be issued to all prime contractors via the WisBuild In-Basket. If supplementary drawings are necessary, they will be attached to the CB in electronic format if file size permits. All CB’s issued must be responded to by each contractor with either a cost or credit proposal, or by checking the “No Impact” box if your work is not being affected. Quote $0 if your work is affected, but has no net cost impact.

Field Order (FO) – The CONSTRUCTION REPRESENTATIVE will address changes in the work that are minor or incidental in nature by initiating a Field Order in Wisbuild. The Field Order will go to the contractor’s In-Basket with cost basis assigned (lump sum, unit cost or T &
M). If issued as T & M, contractor will provide detailed time sheets and material costs upon completion of the work. This documentation will be forwarded to the CONSTRUCTION REPRESENTATIVE for approval. Once approved the CONSTRUCTION REPRESENTATIVE will forward to the DSF PM for approval and Change Order.

For lump sum basis the contractor shall submit a cost proposal upon completion. For unit cost basis the contractor shall perform work per the unit costs requested in the bid form.

**Proposed Cost (PC)** – The CONSTRUCTION REPRESENTATIVE may also address minor changes in work by initiating a Proposed Cost in Wisbuild. After receiving and itemized proposal for the work on Contractor's letterhead, the CONSTRUCTION REPRESENTATIVE creates a PC in Wisbuild, attaching the Contractor's proposal. The PC is routed directly to the PROJECT MANAGER'S Wisbuild in-basket for approval. If approved by the PROJECT MANAGER, the PC is routed directly to the A/E’s Wisbuild in-basket as a CO request.

**Change Order (CO)** – Change Orders for approved cost proposals will be issued via the Wisbuild System.

**Proposals** – All contractors are required to submit a Reimbursable Labor Rate Worksheet to be used by the CONSTRUCTION REPRESENTATIVE for evaluation of cost proposals submitted. See Article 18 – Changes in the Work. All proposals submitted must meet these requirements. All proposals are to be uploaded into Wisbuild to the appropriate CB, FO or PC. Include on your company letterhead or change order form provided DETAILED backup documentation for all labor, materials and permitted markups. Contractor shall also include a detailed cost breakdown for all subcontractors on their letterhead if applicable. Proposals not submitted in compliance will be rejected.

Potential time impacts will be reviewed with the LEAD CONTRACTOR, who is responsible for the project schedule to determine if the work extends the critical path of the project schedule. Extension of the contract completion date will not be considered or approved unless the preceding condition is met.

**Submittals**

Shop drawing submittals shall be sent to the A/E for approval. Contractor shall send a copy of the Shop Drawing transmittal to the CONSTRUCTION REPRESENTATIVE. A copy of the Shop Drawing Transmittal is in the specifications. Upon approval of drawings the A/E will e-mail a copy of the approved transmittal to CONSTRUCTION REPRESENTATIVE and return copies to the Contractor.

The A/E would prefer to receive all submittals (other than material and/or color selection samples) in electronic, PDF, format when possible

One set of the approved shop drawings shall be sent to the CONSTRUCTION REPRESENTATIVE and AGENCY REPRESENTATIVE by the A/E.

- Submittals will be identified per specification section. Vendors to itemize.
- Substitutions will be per General Conditions Article 17. This is a separate process than shop drawing/submittal review and must occur first, if a substitution is proposed. Any proposed substitution requests are to occur within the first 90 days of the project.
- All submittals will be concise and complete.

Contractor will maintain on site a complete and orderly file of approved submittals by specification section.
Contractor is to submit a comprehensive submittal schedule, indicating date of expected submittal and date of needed return. Submittals requiring priority review are to be highlighted.

**Schedule**

Reference Article 12G:
“The lead Contractor shall, within fourteen (14) calendar days from the Notice to Proceed, develop and publish a Project Schedule for the first sixty (60) calendar days of the Project. The completed Project Schedule, for all Work activities through Project completion, shall be developed and published within this sixty (60) day period.”

The schedule for the first sixty (60) days is included with these meeting minutes.

Reference Article 13E:
“All contractors shall prepare a breakdown of all Work activities or events which they are required to perform on the Project, indicating the proposed duration and sequencing of such activities for successful completion of the Project within the allowable time specified in the Contract Documents”...

**Milestones** for the project schedule will include the Areas as described in the General Requirements under Project Construction Phasing. If milestones are not specified they shall be submitted to the CONSTRUCTION REPRESENTATIVE for review.

**Mutual Responsibility** – General Requirements Article 6:
“Contractor(s) shall coordinate the work with adjacent work and shall cooperate with all other trades to facilitate the general progress of the work. Each trade shall afford all other trades every reasonable opportunity for the installation of their work and for the storage of their material. In no case will the Contractor(s) be permitted to exclude from the premises or work, any other Contractor or employees thereof, or interfere with any other Contractor in the executing or installation of their work.”

**Quality Control**

The Contractor(s) have full, complete and absolute responsibility and obligation for ensuring that the Work performed by the Contractor and its Subcontractors strictly conforms to the requirements set forth in the Contract Documents. All Contractors shall maintain complete inspection records and test data ensure quality of the work meets the contract documents. Reference Article 15 of the General Conditions.

Contractor is to name their on-site QA/QC representative and **submit to DSF and A/E for approval their company’s Quality Control and Inspection Manual.** DSF will require a weekly QA/QC report from the on-site representative. This report will be submitted to the CONSTRUCTION REPRESENTATIVE.

Daily Work Reports are to be submitted weekly to the Administrative Assistant. Reports to be detailed to include manpower and work description by area for all direct personnel and subcontractors on site. Reference Article 19 of the General Conditions.

**Pre-Installation Conferences**

Pre-Installation Meetings **may** be required prior to commencing any specified work on site. The Contractor’s superintendent, subcontractor’s foreman, CONSTRUCTION
REPRESENTATIVE and the A/E when necessary will attend. The purpose of the meeting is to review, discuss contract requirements, review and confirm quality control procedures, and answer any questions prior to the start of work for particular specification sections.

**DSF MEP Inspectors**

**Mechanical** – John Chapman 608-235-2866 or Jim Polfuss 920-858-5702  
**Electrical** – Dave Stafne 715-225-4807 or Kevin Olson 608-843-0240  
**Plumbing** – Bryan Fuhs 608-576-0506

MEP Construction Field Superintendents shall coordinate with their discipline’s DSF MEP Inspector for on site inspections and pre-installation meetings. MEP Inspection Reports will be posted on the project Issues List by the DSF MEP Inspectors. Upon assignment of a construction deficiency, the Contractor’s Project Manager shall review and forward to their field superintendent, who will review in detail and immediately arrange to correct items found to be deficient. Upon completion of each item, the Contractor’s Project Manager shall note in the “Response to Issue” entry field that the issue is corrected and ready to be verified for closure.

**Scheduled Progress Meetings**

Scheduled Progress Meetings will be held every 2 weeks at 1:00pm in Room 120 (Conference Room) of the Facilities Management Bldg., and will begin Tuesday, March 29th. The Project Manager for each contractor will be required to attend. If the Project Manager cannot attend he must send a representative who must have the capacity to be a spokesman and a decision-maker for the contractor.

Lead Contractor will prepare a 3-week schedule (current week and the next two) which will include their activities and those of all Prime Contractors. This schedule will be used for discussion during the Progress Meeting.

**AsBuilts** - Each Contractor shall maintain a set of AsBuilts on site that will be updated weekly. Updates will include RFI’s, FO’s, CB’s and field conditions that differ from the contract documents. Payment may be withheld for failure to meet this contractual requirement. See General Requirements Article 37.

**Substantial Completion Certificate** will be issued only when:

- All of the work is complete
- All Life Safety work is 100% complete, approved and certified
- All ADA complete
- All tests, certifications and inspections complete
- Inspection and certification of the elevator (all)
- All owner O&Ms turned in, reviewed, and approved by the AE
- All training complete
- Punch list identification is complete with anticipated completion dates

**O & M Manuals** - shall be submitted by the contractor and approved by the AE prior to any training or substantial completion inspection. 2 copies will be required. Refer to General Requirements, Article 32 for more information.

**Wage Rate Sheets** - shall be posted on the project site.
Closeout Procedures – Closeout begins now. Procedures will be reviewed during a special Closeout Meeting. The meeting date shall be a Milestone of the Project Schedule. Contractors are encouraged to begin to put together their O&M Manuals immediately.

Harassment - Section 947.013 of the Wisconsin Statutes prohibits harassment. Harassment occurs when a person strikes, shoves, kicks or otherwise subjects another person to physical contact or attempts to threaten to do any of these things, or engages in a course of conduct or repeatedly commits acts which harass or intimidate the person, and which serve no legitimate purpose. A person who engages in harassment is subject to a forfeiture of not more than $1000.00.

Sexual Harassment - Section lll.32 (13) of the Wisconsin Statutes defines sexual harassment as unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes.

Wisconsin’s Contract Compliance Law – Every contractor contracting with the State of Wisconsin must agree to equal employment and affirmative action policies and practices, as stated in Article 32 of the General Terms and Conditions of your contract with the Division of State Facilities. The Contract Compliance Law Poster can be found at the DSF web site under Documents. These instructions and forms are intended to aid a contractor in satisfying the equal opportunity and affirmative action requirements specified in the State of Wisconsin contract "Standard Terms and Conditions" section relating to nondiscrimination and affirmative action. A contractor to the State of Wisconsin is obligated to these contract compliance requirements by s. 16.765, Wis. Sat., and ADM 50, Wisconsin Administrative Code. Should these instructions be inconsistent with any provision of Wisconsin law or Administrative Code, the latter apply.

5. General Requirements

Contractors shall review all General Requirement Articles in detail.

1. Special Site Conditions:

   Occupancy - There will be students on campus all year long and at all hours of the day. With the close proximity of the construction site to the Nursing Building caution needs to be taken with students moving back and forth between the Nursing Building and the rest of the campus.

   Work Hours – The contractor has proposed working four (4) 10-hour days, Monday thru Thursday. Construction activity cannot start before 7:00 am.

   Events - The University will let the contractor know of any activities that might affect the construction activities.

   Parking – There is no campus parking available outside of the construction fence. There might be a few locations close to the campus where parking could be obtained and then workers carpool to the job site.

   Site Access – Access to the construction site is to be from Roosevelt Avenue. No traffic should use Putnam Drive.
Emergency Planning and Evacuation by Agency – The University Police will want keys/access to the site.

Davies Center Deliveries – The existing Davies Center has daily deliveries that will need to be coordinated to insure access is provided for the delivery vehicles.

2. Fence: The entire set will be enclosed by a construction fence per the drawings and specifications. The location of the fencing was discussed after the meeting and a few revisions will be made from the original drawings to allow better access to the Nursing Building as long as construction sequencing allows.

3. Storage: All storage of materials must occur within Construction Limits.

4. Offsite Storage: Any offsite storage of materials must be approved by DSF prior to payment being made for those materials. Form available on website at: http://www.doa.state.wi.us/docview.asp?docid=110&locid=4 Form DOA-4528

5. Signage: See General Requirements, Article 16 and Appendix #1 for Job Sign. No other signs except on job trailers.

6. Keys: Keys will need to be obtained to gain access for utility tie-ins in other buildings. Coordinate with the University.


8. Hazardous Substances - Asbestos, Lead and Polychlorinated Biphenyls (PCB’S): There will be a separate abatement contract issued by the State for the Davies Center prior to demolition. There is an abandoned steam line that is being removed that will likely have asbestos. Contractor should notify DSF prior to removal so an abatement contractor can be on site to assist with the removal.

9. Erosion Control: Will be an important on this project with the sites proximity to the Little Niagara Creek. Inspections are important and all instructions noted on the drawings should be followed. Copies of the Stormwater Management & Erosion Control Plans and the Chapter 30 Permit Materials both completed by Rettler Corporation were left with the contractor after the meeting. Contractor should considering marking/flagging the erosion control to insure it is not damaged by construction vehicles.

10. Material Safety Data Sheet (MSDS): Copies should be kept on site and one copy should be given to the University for their records.


12. Telephone/Office: No phone is required on site. If an office is provided a computer data connection will be needed.

13. Heat/Electricity: Refer to General Requirements, Articles 22 and 25, for temporary electrical and heating requirements. The contractor is responsible for obtaining and paying for the electrical service required on the job site.

14. Water: Refer to General Requirements, Article 21, for temporary water supply requirements.

15. Hoist/Elevator: Refer to General Requirement Article 15.
16. Shutdown of Services: Shutdown of existing services needs to be closely coordinated with the University and at least 3 days notice must be given before a shutdown can occur.

17. Waste Management: Refer to specification section 01 74 49 for waste management and disposal requirements.

6. **Other Items of Discussion**

1. Building Address: The address for the new Student Center is 77 Roosevelt Avenue. All contractor deliveries need to be clearly marked to insure they are delivered to the construction site. The University will not accept and is not responsible for any contractor delivers.

2. Coordination: ALL trades need to coordinate their work prior to installation of anything.

3. Geo Pier/Foundation/Site Work:
   a. A drawing will be provided to indicate the desired location for the settling plates.
   b. It was suggested that the settling plates be clearly marked once installed so they are not damaged or lost/buried during construction.
   c. The settling of the site will be monitored and the contractor will be notified when the first floor slab work can proceed.

4. Natural Gas: The plumbing contractor asked about the installation of the natural gas line to the building and who is providing it. The contractor indicates that the bid documents state that both they are to provide it as well as the local utility.
   a. Plumbing contractor should issue an RFI and the A/E will review.
   b. A/E will also review estimated fuel load for building which might be requested by the local utility.

5. Sensitive Equipment: There is sensitive equipment and research that takes place in Phillips Hall adjacent to the construction site. The university should be notified, in advance, any time construction activities (pier installation, movement of large equipment, etc) could cause vibration to the surrounding buildings and grounds.

The above information is the interpretation of the meeting activities and comments; and should be reviewed by all attendees. Please comment on any discrepancies and inform the writer as soon as possible of any changes required. Date issued: Monday | February 28, 2011.

**BRAY ASSOCIATES ARCHITECTS, INC.**

Kyle J. Clark, AIA, NCARB, LEED AP
Architect

cc: All Present
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<td>Site Demolition &amp; Grading</td>
<td>9 wks</td>
<td>Mon 3/14/11</td>
</tr>
<tr>
<td>4</td>
<td>Building Undercut &amp; Partial Fill</td>
<td>3 wks</td>
<td>Mon 3/14/11</td>
</tr>
<tr>
<td>5</td>
<td>Rammed Aggregate Pier Foundation</td>
<td>4 wks</td>
<td>Mon 3/28/11</td>
</tr>
<tr>
<td>6</td>
<td>Remaining Building Fill to SOG subgrade (Grids R2 to R9 north of Grid RA)</td>
<td>2 days</td>
<td>Mon 4/4/11</td>
</tr>
<tr>
<td>7</td>
<td>Settlement Monitoring for Foundations (Grids R2 to R9 north of Grid RA)</td>
<td>4 wks</td>
<td>Wed 4/6/11</td>
</tr>
<tr>
<td>8</td>
<td>Site Utilities</td>
<td>4 wks</td>
<td>Mon 4/4/11</td>
</tr>
<tr>
<td>9</td>
<td>Reinforcing Steel</td>
<td>8 wks</td>
<td>Mon 4/11/11</td>
</tr>
<tr>
<td>10</td>
<td>Excavation &amp; Backfill @ Foundations (West to East)</td>
<td>8 wks</td>
<td>Mon 4/11/11</td>
</tr>
<tr>
<td>11</td>
<td>Steam Tunnel</td>
<td>2 wks</td>
<td>Mon 4/18/11</td>
</tr>
<tr>
<td>12</td>
<td>Waterproofing</td>
<td>16 wks</td>
<td>Mon 4/18/11</td>
</tr>
<tr>
<td>13</td>
<td>Footings &amp; Foundations (West to East)</td>
<td>7 wks</td>
<td>Mon 4/18/11</td>
</tr>
<tr>
<td>14</td>
<td>Bearing Masonry</td>
<td>3 wks</td>
<td>Mon 5/9/11</td>
</tr>
<tr>
<td>15</td>
<td>Precast</td>
<td>8 wks</td>
<td>Mon 5/9/11</td>
</tr>
<tr>
<td>16</td>
<td>Settlement Monitoring for Slab on Grade</td>
<td>5 mons</td>
<td>Mon 5/9/11</td>
</tr>
<tr>
<td>17</td>
<td>Structural Steel (West to East)</td>
<td>15 wks</td>
<td>Mon 5/16/11</td>
</tr>
</tbody>
</table>